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### Papers; n.d.; Duties of Leaders of Organizations and Auxiliaries

Bethel A.M.E. Church

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THE  
DUTIES OF LEADERS  
OF  
ORGANIZATIONS and AUXILIARIES

## INTRODUCTION

### The Mission of the A.M.E. Church

The Nature of the Church is the Body of Christ; the people of God. A body is no good unless it is doing what it is created to do.

So then the A.M.E. Church must be about the business of God's Kingdom; preaching the Gospel; visiting and healing the sick, casting out devils, visiting those in ghettos, prisons and poverty, liberating them from sin, social, political and economic bondage, helping Blacks and others to help themselves.

### Challenge

- To carry out this challenge
- One needs to look and know the Mission of the African Methodism
- The Mission is divided into two parts or two phases.

Phase One of Local Church's Mission is to strengthen its power base in Christ Jesus.

The "Power Base" of a charge of the A.M.E. Church is composed of boards, classes and auxiliaries.

### The Boards of Local Churches, are:

The Stewards, Trustees, Christian Education, the Sunday School and the Official Boards. These are the decision making bodies of the Charge.

Phase Two of the Local Church's Mission is:

- To move the Power
- Each Board, Classes and Auxiliaries must do the real work of the Church continuously and effectively.

Duties of Leaders, Organizations, and Auxiliaries:

- The Pastor
  - ° The main Officers of the Local Charge

Within the Charge, the pastor is the principle. He is Chairman of all boards of the Charge, namely, The Steward Board which he appoints, the Trustee Board which he nominates twice as many as needed for the Church to vote upon, the Sunday School Board and Christian Education Board and all other auxiliaries of the charge are subordinate to one of the Boards. The Pastor must organize all boards and auxiliaries annually; and he appoints Chair Leaders and the Superintendent. He is Chairman of the Finance Committee of the Steward Board and his signature must be on all checks written from the Stewards, Trustee or General Treasurers of the Charge. Other specific duties of the Pastor are found in the 1984 A.M.E. Discipline.



### Stewards - Duties

The Board of Stewards are the Chief Officers of the Local Church and promote the programs of the Church. As well as encourage the membership to support it. The Stewards receive all funds collected for the Charge and provide for the salary and comforts of the Pastor. They are to address themselves to those in need by establishing accounts to food store, drugs stores, and other stores to meet the needs, provide the elements for the Lord's support. Increase membership through revivals and evangelistic programs. Attend conferences register marriages, and baptisms, provide for Baptisms and wait upon the minister in the administration of the same. (See 1984 Discipline)

### Trustees - Duties

Look after the temporal side or physical plant of the Church. All properties and facilities are to be registered with the Trustees. They are offered by the Pastor and are elected annually by the Church from a list of Nominees as needed.

The Trustee Board oversees all expanding and building projects of the physical plant. If a Building Committee is appointed by the Pastor, the Building Committee is accountable to the Trustee Board.

To share the responsibility among the Trustee Board, are the following Committees, Facility, Landscape, Maintenance.

### The Class Leader

The Class Leaders are definite principal officers of the Local Church. Through them, the Charge receives information and revenue from the Membership. A Class leader is actually an assistant to the Pastor. He visits members of his Class, instructs them, fellowship with them concerning their faith; he watches their health and affairs. He is to report regularly to the Pastor of his findings about his class. The Pastor's job would be less difficult if the class leaders would do their jobs. In time of need, sickness and death in a member's life; the class leader should be there. The class should receive contributions from members toward the support of the Church's expenses and mission and report the money to the Stewards. Class Leaders could serve as a political agent by seeking to get all members in his class registered to vote, and inform them of worthy candidates that will help the community most.

### Stewardess

Stewardesses are to assist the Stewards in the Administration of their duties. They should seek out the needy and report



to the Stewards for aid to the needy. The Stewardesses should visit the sick and shut-ins regularly. And give special service to the same. They should accompany all converts to the Altar for confession, prayer and Baptism, as well as persons coming to the altar joining the Church for rededication of their lives to Christ, or persons just joining a particular charge to serve Christ among those particular believers. The Stewardess should prepare the Altar and the elements of the hold's support for consecration and administration to the Church by the Pastor and his assistants. During worship they shall dress in white and sit together up front of the Sanctuary, close to the Altar.

### The Deaconess

Deaconess are consecrated by the Bishop during the Annual Conference after being presented by their pastor as a deserving person, worthy of the high office. A deaconess is a woman who has served many years in a local church faithfully as a stewardess or some other important position. Becoming a deaconess does not cancel her out as one who gives unselfish service to the Church, lest she be subject to Superinterrogation (one who performs over and above duty). Therefore, the duties I propose for the Deaconess are many. First the deaconess should offer prayer for the sick and shut-in, the distressed, and the trouble at heart. She should visit those in prison and teach them the knowledge of Jesus through the Bible and pray for them. She should seek out those who are or unchurched and Witness Christ saving power to them and encourage them to come to church and experience Christ as their personal Savior. The deaconess should seek those who are in need of food, clothing, shelter, or counseling and report her findings to the Pastor and Stewards of the Church. She is to assist the Stewardess in their function and should be a source of spiritual strength for the Stewardesses, and members of the church. The apparel of the Deaconess is stated in A.M.E. Discipline 1984.

### The Superintendent

The Superintendant of the Sunday School is appointed by the Pastor and is a very important person to the entire Church. He presides over the Sunday School and administers its activities. He can preside over the Sunday School Board in the pastors absence with the consent of the pastor. He is to conduct weekly teachers meetings to prepare teachers for the coming Sunday lesson. The Superintendent is to organize the Sunday School and provide for its growth.

### The Auxiliaries

All organizations of the Local Church other than the Steward, Trustee, Sunday School Boards, and the Board of Christian Education are auxiliaries and subordinate to the



above named Board of the Local Church. Auxiliaries such as the Choirs, Ushers, Pastor's Aid, willing Trustees, all of their activities are to be reported to the Pastor and no funds shall be discussed without the Pastor's consent and approval. All major decisions of auxiliaries must be made with the approval of the Pastor. Officers of Auxiliaries are elected annually with the Pastor Presiding.

No Auxiliary should declare its autonomy or its independence from the Stewards and Trustee of the Charge by saying this is our possession that are brought and not the Church's. This attitude cannot prevail among Auxiliaries. They are accountable to the Stewards or the Trustees and the Quarterly Conference.

### The President

- Convene regular business meeting;
- Prepares an agenda for the meeting and goes into the meeting organized and prepared for business;
- Have the Secretary prepare to render a clear and organized reading of the Minutes of the previous meeting;
- Makes certain that the Treasurer or Financial Secretary presents a Financial Report to the membership detailing all income and expenditures since last business meeting and the balances in all treasuries and accounts;
- Presides over meeting with decency, respect, love and order;
- Appoint all Committees and Chairpersons and see that they carry out assigned functions and report back to membership.
- Make certain that the Vice President is notified in advance and prepared to chair a meeting in the absence of the President;
- Accounce and publicize in Church Bulletin, and otherwise, all regular and call meetings;
- Confer with other officers and members on major decisions;
- Open all meetings with prayer by Chaplain;
- Open all meeting on time;
- Receive a written Financial Report each month, sign all checks and personally review all bank statements and returned checks;
- Represent the organization at all Quarterly Conferences, Official Board Meetings, Church Conferences and Presidents' Council Meetings or designate a representative; information from the meetings should be reported back to membership;

## The President (Continued)

- Make certain that all Quarterly Conference Report Forms are submitted to the Pastor's Office or to The Secretary on time and correct;
- Communicate concerns and problems to the Pastor and be the organization's primary contact and liason with the Pastor;
- Study and know Roberts' Rules of Order and parliamentary procedure;
- Study and know the 1984 A.M.E. Discipline;
- Support the program and policies of the Pastor, Board of Stewards and Trustees of the Church.
- Provide supervision and oversight of all officers in his/her cabinet;
- Recruit new members;
- Have all invitations to guest speakers approved by the Pastor before being extended;
- Make certain that all fundraising activities are "righteous", respectable and representative of the A.M.E. Church. No gambling, games of chance or serving alcoholic beverages in the name of the Church. The President must always ask the question, "Would we be able to invite Jesus?"
- Encourage membership to support the programs and activities of other Presidents and organizations of the Church;
- Make certain that the organization is doing something: participating in the life, ministry and work of the Church, finding new and exciting activities and projects to keep membership active and involved, utilizing the creativity, talents and leadership skills of all members of the organization;
- Read and study the Holy Bible and the leadership of the greatest Leader the world has ever seen, JESUS: provide spiritual leadership to members and be able to offer your life as an open book and living example to striving for perfection.

## The Vice President

- Study and be familiar with the over-all operations of the organization;
- Be present at all meetings;
- Conduct meetings in the absence of the President;
- Work closely, support and encourage and follow the leaderships of the President;
- Should not try to be the President, nor criticize nor undermine the President in any manner;
- Stay involved and informed enough to be able to assume the Presidency in the event of the death, relocation or resignation of the President.



## The Vice President (Continued)

- Study and be familiar with the Holy Bible, the 1984 A.M.E. Discipline and Robert's Rules of Order;
- Represent the President at all Official Church Meetings in the absence of the President.

## The Treasurer

- Handle all monies collected in the name of the organization;
- Record all income and expenditures in a ledger or financial record book, in an orderly fashion; if assistance is needed in setting up a bookkeeping system members of the Finance Committee will help you;
- Make certain that all monies are kept in a bank account or deposited in the escrow account of the Finance Committee. Know your Chairman and Vice Chairman, no monies should be kept in homes for extended periods of time;
- Properly file and maintain all bank statements and returned checks;
- Share record savings and checking account numbers with the Secretary of the Finance Committee;
- Prepare a monthly written financial report for all business meetings; report should detail the balance brought forward. All items of income, expenditures by cash and check and present balance in Treasury, written copies of the report should be given to the President and Secretary;
- Make certain that all Quarterly Conference Reports are submitted on time to the President to be submitted to the Secretary;
- Make certain that all checks written have two signatures, and that the check book is balanced regularly;
- Should make no expenditures without the approval of the President.

## The Secretary

- Be present at all regular and call meetings to record the major items of discussion, votes and decisions made, assignments and reports; items should be summarized and not recorded verbatim;
- "Minutes from last meeting" should be read at all meetings and corrected and approved by membership vote;
- All approved minutes should be filed and maintained for future reference and future secretaries;
- Submit announcements to Church Bulletin and prepare external communications at the direction of the President; all official letters from the organization should be signed by and/or approved by the President;

## The Secretary (Continued)

- all out-going letters should be doubled-checked for spelling, punctuation and grammar; letters can be typed by Church Secretary on Church Stationary if desired; all out-going communications and letters should be neat and representative of your Church;
- Maintain an up-to-date roster of the names, addresses and phone numbers of all members of the organization.

## The Chaplain

- Open meetings with a song, Scripture reading and prayers;
- Close all meetings with a prayer and the Mizpah;
- Be ready to offer a prayer during the meeting when seeking God's guidance on some difficult point of discussion;
- When necessary, must always be ready to offer a spiritually-uplifting word reminding the officers and members that Christ is always in our midst.

## SOME SCRIPTURAL REFERENCES FOR CHRISTIAN LEADERS

- I. Christian Leaders Must Be Humble:  
I Samuel 18:18; Isaiah 6:5; Proverbs 16:15;  
Proverbs 28:25; Luke 18:11; I John 2:16;  
Mark 10:43; John 13:14;
- II. Christian Leaders Must Seek Wisdom From God:  
Proverbs 4:7; Isaiah 11:2; Matthew 13:54;  
Luke 2:40; Luke 21:15; I Timothy 3:15;  
James 3:17; Proverbs 3:13,14
- III. Christian Leaders Must See The People as The Sheep of God:  
Acts 20:28; I Peter 5:1; Ezekiel 33;  
Hebrews 13:17; John 21:16
- IV. Christian Leaders Must Lead by Word and by Example:  
James 2:17,18; Corinthians 15:58; Matthew 10:42;  
Matthew 25:23-36; Luke 12:48; John 4:34;  
Ephesians 6:7; Galatians 6:3-10; Psalm 126:5,6;  
Luke 10:17; Matthew 5:16; Titus 2:17; I Peter 2:12; John 4:35,36; John 1:41,42; James 5:20;  
Matthew 4:19